

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

Opening Date: January 30, 2008 Closing Date: February 15, 2008

POSITION NO: 08-DCSYR-04-REV

DEPARTMENT: Consolidated Automation Services

POSITION TITLE: Network Administrator

STATUS: Full Time Indefinite

DURATION OF APPOINTMENT: Two years (Subject to the availability of funds each fiscal year)

POSITION LOCATION: Northern District of New York - Syracuse

TARGET GRADE: Classification Level 26-28 (\$38,508 - \$63,417)

STARTING DATE: ASAP

DESCRIPTION OF POSITION: The Network Administrator services the units serving the United States District Court for the Northern District of New York. The position will be located in Syracuse and will require some travel to the Court offices. The Court has staffed locations in Syracuse, Albany, Utica and Binghamton, with IT staff located in Syracuse and Albany. The Court also services a part-time magistrate judge at Plattsburgh, New York. Duties may require working during non-business hours. Occasional evening, weekend, and holiday work may be necessary. Physical effort will be involved in installing, moving, and troubleshooting equipment.

DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Information Technology, the Network Administrator is responsible for administering software and hardware as they relate to Novell, MySQL, and Windows; analyzing current network configurations for process improvement; conducting research and analysis of the capabilities of available network automation hardware and software; and developing and executing the implementation plans in support of court information technology operations. Responsibilities also include preparing technical documentation and providing training on systems to IT staff; making recommendations for proposed equipment installation and configuration; keeping apprised of developments in technology and the potential court uses; responding to help requests from all court employees; providing consultation to support the day-to-day administration, operation, and support of the organizational units and functional areas using personal computers; and providing technical advice and assistance to the systems staff of our related agency offices.

Specific areas of the technical skills required for this position include:

- Novell products, including NetWare/OES2, eDirectory, Zen for Desktops, and NDPS. Novell certification is beneficial, but not required.
- Microsoft products, including Windows Server 2000/2003, WindowsXP, Group Policies, and WSUS. Experience with implementing and supporting Microsoft technologies in a non-Active Directory environment is beneficial, but not required.
- Open-source products and technologies, including Linux, Apache, BIND, and MySQL.

- Cisco networking equipment, Cisco IOS, cache engines, and VLANs.
- Dell and HP server hardware, both chassis-based and rack-mounted.
- Experience with network protocols, including TCP/IP, SLP, WCCP, SNMP, NTP, LDAP, DNS/DHCP, and SMTP.
- Shell scripting experience, database administration experience, and PC support experience is beneficial, but not required.

QUALIFICATIONS: A bachelor's degree from an accredited four-year college or university in computer science, information systems, or a related field, plus at least two years of network administration experience is required. Five years of network administration experience is preferred. Qualifying experience, in addition to the experience otherwise required, may be substituted for the required college education on a year-for-year basis up to four years.

BENEFITS: A generous benefits package is available to full-time employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Dental and Vision Plans
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

CONDITIONS OF EMPLOYMENT: Applicants must be United States citizens or eligible to work in the United States. The individual will be required to submit to a background clearance which includes fingerprinting, a full field investigation, and a credit check. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION PROCESS: Applicants interested in being considered for this position are asked to submit a cover letter and resume. Direct your application to United States District Court - Michele B. Louise, Human Resources Director, P.O. Box 7367, Syracuse, New York 13261. **Applications must be received by the close of business on Friday, February 15th, 2008.**

The Court is an Equal Opportunity Employer.